



TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

Town Offices | 25 Bryants Lane

Tyngsborough, MA 01879

Tel: (978) 649-2300 Ext. 100 | Fax: (978) 649-2320

TOWN OF TYNGSBOROUGH INVITATION FOR BIDS SURPLUS VEHICLES

The Town of Tyngsborough, MA is disposing of surplus vehicles through a competitive sealed bid process. Bids must be submitted with a signed non-collusion form to the jurisdiction prior to the receipt of the vehicle or vehicles. Bid documents and vehicle list are available for download at <http://www.tyngsboroughma.gov/government/departments/administration/bids-and-rfps/>

Inspection of the vehicles may be done in person by visiting the Highway Department garage at 89 Kendall Road, Tyngsborough, MA 01879 on Thursday, October 20 and 27, 2016 from 10:00am to 12:00pm. Sealed bids must be submitted to Matt Hanson, Assistant Town Administrator, Town Offices, 25 Bryants Lane, Tyngsborough, MA 01879, no later than **11:00 am on Wednesday, November 2, 2016** at which time the bids will be publicly opened and read aloud. The successful bidder(s) shall pay for and collect the item(s) no later than Monday, November 7, 2016 from 10:00am to 3:00pm or on Wednesday, November 9, 2016 from 9:00am to 3:00pm. If the bidder(s) fails to do so, the Town will award the bid to the next most qualified bidder. Payment shall be by cash, money order, or certified check. The Town of Tyngsborough reserves the right to reject any or all bids, as well as any part of any or all bids, deemed not in the best interest of the Town. The Town reserves the right to waive any informalities in the bids.

1. **Purpose.** The Town of Tyngsborough, Massachusetts is seeking bids from qualified bidders to purchase miscellaneous vehicles as shown on the above list. Interested parties shall submit a bid in accordance with the requirements and directions described herein.
2. **Required Information.** The following information, at a minimum, shall be submitted:
 - (a) **Itemized Bid List.** Each bidder shall use Schedule A and provide a bid on one, some, or all of the categories shown in Schedule C, Vehicle List.
 - (b) **Taxes, Non-collusion, and Signing Authority.** Schedule B must be completed pertaining to taxes, non-collusion, and signing authority.
3. **General.**
 - (a) It is the bidder's responsibility to be fully aware of the existing condition of each item. Each item will be sold as is with no warranties from the Town.





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- (b) The Town of Tyngsborough reserves the right to reject any or all bids, as well as any part of any or all bids, deemed not in the best interest of the Town. The Town reserves the right to waive any informalities in the bids.

5. **Submission Process.** The information required for this Invitation for Bids must be submitted as follows:

One copy of the “Required Information” as indicated in item 2 above must be submitted in a sealed envelope that is clearly marked “Surplus Vehicle Bid” to Matt Hanson, Assistant Town Administrator, Town Offices, 25 Bryants Lane, Tyngsborough, MA 01879, no later than 11:00am on Wednesday, November 2, 2016 at which time the bids will be publicly opened and read aloud.

6. **Evaluation Criteria.** The Tyngsborough Town Administrator/Chief Procurement Officer will review all bids submitted to determine qualified bids. Qualified bids will be determined by the following: a) The bid is clear and complete; b) All required documentation has been submitted and all questions have been answered satisfactorily. Taking into account all of these factors, the bid(s) will be awarded per category to the qualified bidder(s) who offers the best price for each category.

7. **Payment and Collection of Items.**

The successful bidder(s) shall pay for and collect the item(s) no later than Monday, November 7, 2016 from 10:00am to 3:00pm or on Wednesday, November 9, 2016 from 9:00am to 3:00pm. If the bidder(s) fails to do so, the Town will award the bid to the next most qualified bidder. Payment shall be by cash, money order, or certified check.

8. **Point of Contact.** Assistant Town Administrator Matt Hanson may be contacted concerning the bid process at 978-649-2314 (tel.), or 978-649-2320 (fax) or mhanson@tyngsboroughma.gov.





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SCHEDULE A

SURPLUS VEHICLE

ITEM:

BID AMOUNT:

BIDDER INFORMATION:

Name: _____

Address: _____

Contact Person (Print): _____

Contact Person (Signature): _____

Tel./Fax/E-mail: _____

Date: _____





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SCHEDULE B

CERTIFICATION OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Pursuant to M.G.L. Chapter 62C, Section 49A, the undersigned certifies under the penalties of perjury that the company named below has filed all Massachusetts State tax returns and paid all State taxes required by Massachusetts.

The undersigned certifies under penalties of perjury that he/she is authorized on behalf of the company named below to bind the bidder contractually. If the bidder is a corporation, a clerk’s certificate of vote and minutes of a Director’s meeting will be provided.

Social Security Number or Federal Identification Number

Company Name

Printed Name of Signer

Signature

Date





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SCHEDULE C

SURPLUS VEHICLES

2010 Dodge Charger VIN: 2B3AA4CT8AH248509

2001 Chevy Tahoe VIN: 1GNEK13T01J206272

1996 Nissan Maxima VIN: JN1CA21D0TM424169

Invitation for Bids Timeframe

Lowell Sun AD	Published on October 6; October 13
Town Bulletin Board	Post on Town's bulletin board on October 5
Vehicle Inspection	October 20, 2016 October 27, 2016
Bid Opening	November 2, 2016 at 11:00am
Payment and Collection	November 7 – November 9

